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SEP 27

MEMORANDUM FOR: Deputy Director (Administration)

FROM : Chief of Logistics

SUBJECT : Accomplishments During FY 1954 and Major Objectives for FY 1955

1. During 1954, the Logistics Office was assigned additional major logistics responsibilities in order to centralize logistics support functions in one office so that more effective, economical and efficient support could be furnished to CIA operations on a world-wide basis. The acquisition of these new responsibilities and other factors made necessary some redistribution of personnel within the component divisions and staffs of the Logistics Office. Specific new functions assigned to the Logistics Office during FY 1954 were:

a. Operation of Agency central printing and reproduction plant, and exercising technical staff supervision over all Agency printing and reproduction facilities and equipment.

b. Operation of Agency central Motor Pool.

c. Provide Agency-wide mail and courier service.

d. Provide all services in connection with the acquisition and maintenance of all types of space for Agency operations in the metropolitan area of Washington, D. C.

2. Substantial improvement was made in the accomplishment of all continuing objectives during FY 1954. In addition, following are major accomplishments realized and significant developments that occurred during the year:

a. A major realignment of staff functions and personnel was effected to reflect the additional responsibilities generated by the absorption of functions formerly performed by the General Services Office.

b. A total of 56 Agency Logistics Regulations were developed, covering all aspects of logistics operations.

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c. Budgetary controls were established to insure expenditure of funds in accordance with planned programed objectives.

d. Logistics activities in other Agency components, in Headquarters and overseas, were reviewed in order to evaluate their effectiveness.

e. A career service program for Agency-wide logistics employees was established.

f. A Logistics Support Course and other internal training programs were established in order to conduct technical logistics training for Agency logistics personnel.

g. Complete studies on [redacted] major bases were prepared, including T/O's and proposed stockage objectives. 25X1A

h. A two (2) year forecast of Agency materiel requirements was consolidated and analyzed and current lists of items to be procured were prepared.

i. Agency total inventories of operational materiel were reviewed and redistribution recommended in accordance with current force projection concepts.

j. A total of 119,509,152 impressions and 2,618,349 photographs were produced in the central printing plant.

25X1A11a [redacted]

l. Consolidated Headquarters area warehousing and storage activities in the metropolitan area into a single unit at [redacted] 25X1A6a

m. Published and distributed Agency stock catalogs for ordnance, electronics, photographic, machinery, administrative and quartermaster type items, including a price supplement establishing unit prices for catalogued items.

n. Developed two (2) field supply handbooks giving complete procedures for supply operations and accountability.

o. Stock issues from all ZI depots totalled $9,751,000. Direct consignments received and processed through the depots totalled an additional $6,602,000.

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p. Stock levels were established for 8,688 items, and redistribution action was taken on several excess items at the major supply base in the Far East.

q. A Special Accounts Section was established to maintain property records and accountability of material held and in use at field stations not maintaining their own property account.

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r. Effected [redacted] personal property shipments (including automobiles) involving the movement of 1,632 short tons at a cost of $473,510.

s. Effected 4,747 general cargo shipments comprising 2,843 short tons at a cost of $1,704,087.

3. Attached is a listing of major objectives programed for FY 1955.

JAMES A. GARRISON

1 Attachment:
Major Objectives, FY 1955

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